

The Passenger Travel Office is located at building 4700 on Mow Way Suite 107 and provides the following transportation services: Overseas Port Call Travel, CONUS/OCONUS, Family Travel, Passports, VISA, PCS Travel, Movement of IET and AIT Soldiers, International Students, and Provisional Pass travelers. It Supports the Casualty Office with special arrangements and other transportation needs. Passenger Office Personnel serve as agents of the Installation Transportation Officer (ITO) and Installation Traffic Manager, in the management of travel services, travel contracts, Centrally Billed Accounts (CBA), and the Defense Travel System. (DTS).

**Hours of Operation are Monday – Friday, 0730 – 1600.**

Travel arrangements must be made through the CTO, Carlson – SATO Travel at (800) 666-4340. It is mandatory to use DTS IBA for all TDY travel. All Travelers must provide 2 copies of travel orders to the CTO prior to travel. Orders may be sent via Global DTS Printer, faxed to 580-248-3282, or hand carried to the CTO.